

Local Chapter Annual Business Report

Ray Ruppel Award Refer to Event Notables in Appendices

Chapter Event

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Two copies of the report must arrive at the State Office on **the first Wednesday in March**. The reports will be returned to the chapters, and the first- and second-place winning reports may be revised for competition on the national level. Reports must include a table of contents. A title page, dividers pages and appendices are optional.
- Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements and is written in an acceptable business style.
- Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Reports must describe activities of the chapter that were conducted between the start of the previous SLC and start of the current SLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- **Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted. See "Who May Attend Leadership Conferences".**
- Two (2) copies of the report should be submitted.

Report Cover

- Report covers must be of a weight such as **cover stock, index stock or card stock**.
- There must be both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- **Two- or three-ring binders are not acceptable as report covers.**
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event and the year (20xx – xx).
- **All reports must be bound (e.g., tape binding, spiral binding)—no staples.**

Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Each page must be standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.
- Each page is numbered.
- Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. A title page, divider pages and appendices are optional.

- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No physical items may be attached to any page in the report.

Local Chapter Annual Business Report – Continued

Eligibility

- A chapter may enter one (1) report in this event each year.
- A chapter may not enter the same report for more than one report event.
- The report may not have been submitted for a previous NLC.

Administration of Events

RLC	SLC
No RLC counterpart.	Written reports must arrive at the State Office by the first Wednesday in March.
	Top THREE reports advance to NLC competition.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.



FBLA LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (by chapter officer)	0	1–2	3–4	5	
Chapter Information Included • Number of members • Size of school and community • When and where the chapter was organized	0	1–2	3–4	5	
Productivity					
Recruitment of members and chapters	0	1–2	3–4	5	
Leadership development for officers and members	0	1–3	4–7	8–10	
Preparation of students for business careers	0	1–2	3–4	5	
Service to the school and community	0	1–3	4–7	8–10	
Cooperation with business, professional, and service groups	0	1–2	3–4	5	
Participation in public relations and activities	0	1–2	3–4	5	
Support of FBLA national and state projects	0	1–2	3–4	5	
Attendance and participation at state and nationally sponsored conferences	0	1–2	3–4	5	
Recognition					
For FBLA competitive events and activities	0	1–2	3–4	5	
For school, community, business, and industry activities	0	1–2	3–4	5	
Businesslike Procedures					
Chapter management and organization	0	1–2	3–4	5	
Financial development, including fund-raising and financial statement	0	1–2	3–4	5	
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics	0	1–2	3–4	5	
Subtotal	/100 max.				
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points	/100 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____